



## The City of Morgantown

389 Spruce Street  
Morgantown, WV 26505  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

### EXECUTIVE SECRETARY - MORGANTOWN AIRPORT

The City of Morgantown is announcing an opening for a full-time Executive Secretary. The Executive Secretary works under the supervision of the Airport Director and will have a vital role in sustaining exceptional client-service by providing secretarial, clerical, and administrative support and organizational structure in order to ensure that services are delivered and workflow completed in an effective and efficient manner.

- Maintains records to meet FAA, TSA, State and City standards.
- Assists the Airport Director by monitoring administrative, personnel, and financial requirements from the FAA, TSA, and City.
- Maintains confidentiality of all information.
- **\$16.94/hr**

#### Qualifications

- Requires high school graduate plus a college education or comparable management, finance, and budget control experience enabling performance of daily activities.
- Requires possession of a valid driver's license.

Individuals interested in this position should submit a resume to City of Morgantown, 389 Spruce St., Morgantown, WV 26505, HR Dept. by December 15, 2014. EOE For a more detailed job description see <http://bit.ly/MGW> Jobs.